

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2005-2006 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Gideon's Gate

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Unsatisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	Non-Compliance*
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Unsatisfactory	Financial viability	In Compliance
Progress Reporting	Unsatisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 5:1 or smaller	Satisfactory		

ACTION NEEDED: No further action can be taken at this time, however, the following information was not submitted: 1) Criminal history checks for Tutor 1 and Tutor 2 as per the first request in the initial compliance report that were due by Friday April 29, 2006.

* Not all criminal background checks were received by the deadline established for the monitoring report.

On-site Monitoring Visit Rubric

DOCUMENT ANALYSIS Components

NAME OF PROVIDER: Gideon's Gate
SITE: 17th & Central location
DATE OF SITE VISIT: 3/14/06

DATE DOCUMENTATION RECEIVED: 3/16/06
REVIEWER: ST/MC

Providers will be required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence will result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component will be required to address deficiencies within 30 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	U	S	COMMENTS
Tutor qualifications	TWO of the following: -Tutor resumes (all tutors) -Tutor evaluations (all tutors) -Recruiting policy for tutors -Sample tutor contract (one copy)	Tutor resumes/applications Sample tutor contract	X		Provider application states that tutors will be teachers who are current or past workers in school systems or who have experience with youth development and education. However, Tutor 1 and Tutor 2 do not meet such qualifications.
Recruiting materials	TWO of the following: -Recruitment fliers -Incentives policy -Program description for parents -Advertising materials	Recruitment flyer Advertising materials		X	Materials are clear and appropriate for parents.
Academic Program	TWO of the following: -Lesson plan -Detailed lesson description -Specific connections to Indiana academic standards -Description of connections to curriculum of EACH district the provider works with.	Lesson plan Specific connections to Indiana academic standards		X	Worksheets completed by students connected to Indiana academic standards. Lesson plans matched provider's description in original application.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	Sample progress report Timeline for sending progress reports	X		Provider application indicates progress will be communicated on a bi-weekly or monthly basis. However, timeline for Student 1 indicates parents and district were updated only once during her tutoring period with Gideon's Gate.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Gideon's Gate
SITE: 17th & Central location
TUTOR'S INITIALS (ALL TUTORS OBSERVED):
NUMBER OF LESSONS OBSERVED: 1

DATE: March 14, 2006
REVIEWER: ST/MC
TIME OF OBSERVATION: 4:30-5:00pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component will be required to address deficiencies within 30 calendar days of receiving their final report. Failure to address deficiencies will result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		Two SES students were working at Gideon's Gate at the time of our visit. The tutor worked with them on their homework assignments and answered questions as needed. One student read aloud to the tutor and worked on spelling words; the other student worked independently. In general, lesson portion observed seemed to match description in provider's application.
Instruction is clear	X		Tutor provided feedback to students as necessary. On occasion, students did not always seem to know what was expected of them and had to ask the tutor.
Time on task is appropriate		X	Students were not in the classroom when reviewers arrived. Students were instructed to go upstairs by their tutor. Tutoring began when the reviewers entered the room—students began working on homework assignments with the help of a tutor.
Instructor is appropriately knowledgeable	X		Tutor seemed to offer appropriate feedback when asked. However, students did not always seem to know what they were expected to do.
Student/instructor ratio: <u>5:1 or less</u>	X		Provider describes student/instructor ratio in application as 10:1 or less. Observed lessons showed appropriate student/instructor ratio.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: Gideon's Gate
SITE: 17th & Central location
DATE OF SITE VISIT: 3/14/2006

DATE DOCUMENTATION RECEIVED: 3/16/06
REVIEWER: ST/MC

The following information is rated "Compliance" (C) or "Non-Compliance" (N-C). Upon IDOE request, selected documentation listed for each component must be submitted as part of the site visit monitoring. The contact person listed for each provider will be contacted for the required information and will be informed which documents, policies, or descriptions will be required for the compliance components. Documentation may be submitted by the company or organization head, an on-site representative, or any other authorized representative appointed by the organization. Documentation must be submitted during the IDOE site visit or within seven (7) calendar days after the site visit.

Failure to submit compliance documentation will result in removal from the state-approved provider list.

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider will be contacted and will be required to develop and submit a corrective action plan for getting into compliance within 30 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider will be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Background checks for Tutor 1 & Tutor 2 were not submitted		X
Health and safety laws and regulations	TWO of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Student release policies -Transportation policies (as applicable)	Transportation policy First Aid Guide	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	Real estate appraisal Indianapolis Housing Contract	X	